

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: May 23, 1950

FROM : Mr. S. J. Tracy

SUBJECT: ~~STATISTICS~~ ~~CRIMINAL RECORDS SENT TO~~
CIVIL SERVICE COMMISSION

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

Mr. Kimball Johnson, Assistant Chief of the Investigations Division, Civil Service Commission, telephoned and advised that they are considering the matter of maintaining ~~statistics in connection with sex deviates in the Government service.~~ He inquired as to whether the Bureau was keeping any statistics in connection with records sent to the Commission.

I advised Mr. Johnson that no statistics were being kept as to the different types of charges for which persons are arrested as these arrest records are sent to the Commission.

The Bureau is now sending to the Civil Service Commission follow-up copies of criminal records on persons arrested for any serious crime including sex deviation. It is not possible to tell from the T-2 criminal record form being sent to the Commission whether (1) the individual is still employed by the U. S. Government and (2) whether the person was found guilty or not guilty or what other disposition was made of the case.

The Identification Division does keep statistical records as to incoming Loyalty fingerprint cards and the percentage of identifications made but does not subdivide by the type of crime.

The Identification Division also tabulates the disposition reports submitted by the various Federal agencies and bureaus through the Civil Service Commission. This tabulation reflects only the personnel action taken and does not refer to the type of crime or offense for which the employee was being charged.

In the event the Bureau does decide to keep detailed statistics, Mr. Kimball Johnson stated he would appreciate it if his Division is notified in order that they might keep comparable statistics.

SJT:edn

RECORDED - 16

INDEXED - 16

JUN 28 1950

JUL 10 1950

Exec. Conf. Memo
6/1/50
SJT:edn

EX-20

TWO

162-20114-377
JUN 28 1950
3
[Signature]

UNITED STATES GOVERNMENT

Memorandum

TO : MR. TROTTER

DATE: 10/3/66

FROM : C. A. Harris

SUBJECT: DISSEMINATION OF INFORMATION CONCERNING
SEX DEVIATION AND COMMISSION OF MAJOR OR
HEINOUS CRIMES ON THE PART OF GOVERNMENT
EMPLOYEES

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

b6
b7c

Since Executives Conference memo of 9/16/66 was approved, we have discontinued sending FBI identification records by signature letter to agency heads when employees of those agencies have been arrested for sexual deviation or heinous crimes. We now transmit such records via Liaison to the security office or intelligence unit of the agency. A proposed form for this purpose leaving adequate space for additional comments such as place of employment, nature of job, etc., is attached.

FINGERPRINTING OF GOVERNMENT EMPLOYEES

Elimination of signature letters has made form 1-381 obsolete. This form had been used to forward copies of identification records to the Civil Service Commission (CSC). Referral to CSC now being accomplished through Identification Division mail room and in each instance where another government agency has been advised of the arrest, we are stamping Civil Service copies of identification records "Copy of this record sent (date) to Security Officer (agency)." *105-12189-8010*

Form 1-381 contains a paragraph as follows: "If this individual concealed his prior arrest record when executing an application for Federal employment, a violation of a Federal law may exist. Should you determine such a possible violation it would be appreciated if you would furnish the FBI with a photostatic in duplicate of any forms containing pertinent misrepresentations together with any documents of an evidential nature that you may possess. Please place in caption of your reply the words 'Fraud Against the Government.'" *62-17890-110*

Paragraph cited above apparently has not been a great source of fraud cases for the Bureau. The fraud desk cannot recall any specific referrals in this category. Furthermore, CSC is already obligated by regulations to notify the Department of Justice or the FBI if a prospective Government employee conceals an item of substance when making application for a job. *UNRECORDED COPY FILED*

Enc 2 10 50 00 00
1 - Liaison Section
1 - Fraud Against the Government Section
61 NOV 30 1966
(4)

See ADDENDUM on page 2

(over)

2-He

Memorandum to Mr. Trotter

RECOMMENDATIONS: 1. That form 1-381 be abolished.

ASR

2. That through our Liaison representative we diplomatically advise the CSC we no longer will remind it to refer concealments of prior convictions to us as possible "Fraud Against the Government cases." The manner in which we will refer identification records, i.e. a stamp notation, to the Commission when another agency has been notified direct should also be covered.

So discussed with Woodrow Browne - CSC 11/1/66 gmf

ASR

3. That enclosed form for referring identification records in these cases to security office or intelligence unit of agencies be approved.

ASR

ADDENDUM: 10/5/66 *JB*

Training Division agrees with proposed form submitted by the Identification Division. It is recommended that proposed form be treated as a revision of 1-381 rather than assigning a new form number; Identification Division has no objection.

JB *ASR* *JB* *JB* *JB* *JB*

First sentence worded in this manner because
Provost Marshal General gets 2 copies of an
identification record. Other security officers or
intelligence units get only one. Also, some
information referred has not been identified with
previous arrest data.

NOTE

1-381 (Rev. 10-3-66)

FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20537

Date _____

TO:

Enclosed is a copy of one or more
Identification Records, or data without an enclosure,
concerning

This information is being brought to
your attention for any action you may wish to take.
If it relates to a civilian employee of the Government,
the Civil Service Commission is being separately
advised.

Enc.

John Edgar Hoover
Director

62-20114-465

ENCLOSURE

PROPOSED REVISED 1-381

**FEDERAL BUREAU OF INVESTIGATION
WASHINGTON D. C. 20537**

Date _____

TO:

Enclosed is a copy of one or more
Identification Records, or data without an enclosure,
concerning

This information is being brought to
your attention for any action you may wish to take.
If it relates to a civilian employee of the Government,
the Civil Service Commission is being separately
advised.

Enc.

**John Edgar Hoover
Director**

Tolson _____
DeLoach _____
Mohr _____
Wick _____
Casper _____
Callahan _____
Conrad _____
Felt _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

62-20114-465
ENCLOSURE

1-381 (Rev. 10-3-66)

**FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20537**

Date _____

TO:

Enclosed is a copy of one or more
Identification Records, or data without an enclosure,
concerning

This information is being brought to
your attention for any action you may wish to take.
If it relates to a civilian employee of the Govern-
ment, the Civil Service Commission is being
separately advised.

See title 10/3/66 memo. dk

PRINTED REVISED 1-381

Enc.

John Edgar Hoover
Director

dk

62-20114-465
ENCLOSURE



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

June 20, 1951

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

MEMO FOR MR. HOOVER	BELMONT	HOLLOMAN	NAUGHTEN
TOLSON	BOWLES	JONES, M. A.	NEASE
CLEGG	BROWN, B. C.	KEAY	PARSONS
CONNELLEY	CALLAHAN	LAUGHLIN	PENNINGTON
CLAVIN	CALLAN	LEONARD	PONTZ
HARBO	CONRAD	LONG	PRICE
LADD	DOWNING	MASON, E. D.	RENNEBERGER
NICHOLS	EDWARDS, H. L.	McGUIRE	ROGERS
ROSEN	EGAN	McINTIRE, K. R.	SIZCO
TRACY	FEENEY	MOBLEY	TAMM, Q.
ALDEN	GEARTY, G.	MOHR	WAIKART
BAUMGARDNER	HENNRICH	NANNA	AND SUPERVISORS

RE: SEX DEVIATES IN GOVERNMENT SERVICE

For the purpose of establishing a uniform policy for the handling of the increasing number of reports and allegations concerning present and past employees of the United States Government who assertedly are sex deviates, the following procedure will become effective immediately in instances where the allegation comes to the Bureau's attention from sources other than fingerprints.

Upon the receipt of an allegation that a present or former employee of any branch of the United States Government is a sex deviate such information in all cases, except those involving military personnel, should be disseminated by letter to Mr. James E. Hatcher, Chief, Investigations Division, U. S. Civil Service Commission, Attention: Mr. Emery J. Adams. This letter should identify the employing agency and whether it has been advised. In addition, this information should be disseminated as follows:

A. EXECUTIVE.

1. Civilian Employees.

- (a) If a present employee - to the employing agency.
- (b) If a former employee - to the Civil Service Commission only.

2. Military Personnel

Information concerning members of the National Military Establishment should be furnished by blind memorandum, via Liaison, to the Service Intelligence Agency.

B. LEGISLATIVE.

This branch is divided into four categories.

1. The United States Senate, the Botanical Gardens, and the Library of Congress.

Information concerning employees in these groups should be furnished by letter to the Honorable Carl Hayden, Chairman, Senate Committee on Rules and Administration, United States Senate.

2. The House of Representatives.

Information concerning its employees should be furnished by letter to the Honorable Thomas B. Stanley, Chairman, House Committee on Administration, House of Representatives.

3. General Accounting Office.

Information concerning its employees should be furnished in blind memorandum form, via Liaison, to Mr. V. J. Kirby, Assistant Director of Personnel, Government Accounting Office, 5th and G Streets, Northwest, Washington, D. C.

4. Government Printing Office.

Information concerning its employees should be furnished in blind memorandum form, via Liaison, to Mr. S. Preston Hipsley, Director of Personnel, Government Printing Office, corner of North Capitol and H Streets, Washington, D. C.

C. JUDICIAL.

Information concerning employees of the Judicial Branch of the Government should be furnished in blind memorandum form, via Liaison, to Mr. Elmore Whitehurst, Assistant Director, Administrative Office, United States Courts, Supreme Court Building, Washington, D. C.

Any letter or blind memorandum reporting such information should state:

1. The date and place that the alleged act of sexual perversion occurred.
2. The identity of the individual's Government employment.
3. Any other pertinent facts, including the disposition, if known.
4. Whether or not the allegation of sex deviation has been verified through a Bureau investigation.
5. That the data are being furnished for information.

Where information is received from another Government agency regarding Government employees being sex deviates, such information, of course, should be disseminated and the memorandum should specifically state that the allegation came from another Government investigative agency although the name of that agency should not be disclosed.

The Supervisor will check the Bureau records, including those in the Identification Division, for any additional derogatory information suitable for dissemination, and will incorporate such information in the memorandum and letter. If Bureau files do not contain additional derogatory information, a statement to that effect should be made in the cover memorandum or on the yellow copy of the letter if no cover memorandum is prepared.

In those instances where a sex deviate employed by the Government is the subject of a Bureau investigation, the investigative reports may be disseminated to the Civil Service Commission and to the employing agency by cover memorandum when that agency is in the Executive Branch of the Government. The reports, of course, must conform to the Bureau's rules on dissemination. In this connection, it is to be noted that Bureau reports are disseminated to those agencies of the Executive Branch of the Government which provide adequate security for our reports. If there is any question as to the advisability of furnishing reports to an agency, it should be resolved by furnishing the agency a blind memorandum instead of the reports.

In cases involving employees of the Legislative and Judicial Branches of the Government, nothing more than a blind memorandum or letter incorporating the pertinent facts regarding the sex charge will be disseminated to them. Any information found in the Bureau files in these instances should be incorporated in the cover memorandum only or on the yellow copy of the letter.

If the information comes from a Police Department or an individual, the memorandum or letter should show the source of the

information so long as the source did not request that his identity be kept confidential.

No dissemination should be made of any information received from anonymous sources when the facts are too meager to be verified by the employing agency. Neither should information be disseminated when the informant is known, but the information furnished is nonspecific.

Each Supervisor will be held personally responsible to underline in green pencil the names of individuals mentioned in any report, letter, memorandum, newspaper article or other communication who are alleged to be sex deviates. This will assure proper indexing by the Records Section.

A tickler copy of any material prepared for dissemination should be made for Special Agent A. B. Fipp, Room 7630-A.

Very truly yours,

John Edgar Hoover

Director

CC: Mr. Ladd
Mr. Belmont
Mr. Laughlin

Mr. Keay
Mr. Fipp

(Typed June 11, 1951)

633

MEMORANDUM FOR ALL BUREAU OFFICIALS AND SUPERVISORS

RE: MEN DEVIATING IN GOVERNMENT SERVICE

For the purpose of establishing a uniform policy for the handling of the increasing number of reports and allegations concerning present and past employees of the United States Government who allegedly are now deviates, the following procedure will become effective immediately in instances where the allegation comes to the Bureau's attention from sources other than fingerprints.

Upon the receipt of an allegation that a present or former employee of any branch of the United States Government is a now deviate such information in all cases, except those involving military personnel, should be disseminated by letter to Mr. James E. Hatcher, Chief, Investigations Division, U. S. Civil Service Commission, Attention: Mr. Henry J. Adams. This letter should identify the employing agency and whether it has been advised. In addition, this information should be disseminated as follows:

A. EXECUTIVE.

1. Civilian Employees.

- (a) If a present employee - to the employing agency.
- (b) If a former employee - to the Civil Service Commission only.

2. Military Personnel.

Information concerning members of the National Military Establishment should be furnished by blind memorandum, via Liaison, to the Service Intelligence Agency.

B. LEGISLATIVE.

This branch is divided into four categories.

ABF:mer

65 MAY 14 1952

ENCLOSURE

1. The United States Senate, the Botanical Gardens, and the Library of Congress.

Information concerning employees in these groups should be furnished by letter to the Honorable Carl Hayden, Chairman, Senate Committee on Rules and Administration, United States Senate.

2. The House of Representatives.

Information concerning its employees should be furnished by letter to the Honorable Thomas E. Stanley, Chairman, House Committee on Administration, House of Representatives.

3. General Accounting Office.

Information concerning its employees should be furnished in blind memorandum form, via liaison, to Mr. F. J. Kirby, Assistant Director of Personnel, Government Accounting Office, 5th and D Streets, Northwest, Washington, D. C.

4. Government Printing Office.

Information concerning its employees should be furnished in blind memorandum form, via liaison, to Mr. E. Preston Ripley, Director of Personnel, Government Printing Office, corner of North Capital and E Streets, Washington, D. C.

C. JUDICIAL.

Information concerning employees of the Judicial Branch of the Government should be furnished in blind memorandum form, via liaison, to Mr. Elmer Whitcomb, Assistant Director, Administrative Office, United States Courts, Supreme Court Building, Washington, D. C.

Any letter or blind memorandum reporting such information should state:

1. The date and place that the alleged act of sexual perversion occurred.
2. The identity of the individual's Government employment.

2. Any other pertinent facts, including the disposition, if known.
4. Whether or not the allegation of new deviation has been verified through a Bureau investigation.
5. That the data are being furnished for information.

Where information is received from another Government agency regarding Government employees being new deviates, such information, of course, should be disseminated and the memorandum should specifically state that the allegation came from another Government investigative agency although the name of that agency should not be disclosed.

The Supervisor will check the Bureau records, including those in the Identification Division, for any additional derogatory information suitable for dissemination, and will incorporate such information in the memorandum and letter. If Bureau files do not contain additional derogatory information, a statement to that effect should be made in the cover memorandum or on the yellow copy of the letter if no cover memorandum is prepared.

In those instances where a new deviate employed by the Government is the subject of a Bureau investigation, the investigative reports may be disseminated to the Civil Service Commission and to the employing agency by cover memorandum when that agency is in the Executive Branch of the Government. The reports, of course, must conform to the Bureau's rules on dissemination. In this connection, it is to be noted that Bureau reports are disseminated to those agencies of the Executive Branch of the Government which provide adequate security for our reports. If there is any question as to the advisability of furnishing reports to an agency, it should be resolved by furnishing the agency a blind memorandum instead of the reports.

In cases involving employees of the Legislative and Judicial Branches of the Government, nothing more than a blind memorandum or letter incorporating the pertinent facts regarding the new charge will be disseminated to them. Any information found in the Bureau files in these instances should be incorporated in the cover memorandum only or on the yellow copy of the letter.

If the information comes from a Police Department or an individual, the memorandum or letter should show the source of

the information as long as the source did not request that his identity be kept confidential.

No dissemination should be made of any information received from anonymous sources when the facts are too meager to be verified by the employing agency. Neither should information be disseminated when the informant is known, but the information furnished is non-specific.

636

Each Supervisor will be held personally responsible to underline in green pencil the names of individuals mentioned in any report, letter, memorandum, newspaper article or other communication that are alleged to be subversive. This will ensure proper indexing by the Records Section.

A tickler copy of any material removed for dissemination should be made for Special Agent Room 7020-A.

Very truly yours,

John Edgar Hoover
Director

b6

b7C

- 4 -

66-02-1112X



IN REPLY, PLEASE REFER TO
FILE NO. _____

United States Department of Justice
Federal Bureau of Investigation
Washington 25, D. C.

(Typed June 14, 1951)

*Memo to Official
Supervisor 509
6-20-51*

MEMORANDUM FOR ALL BUREAU OFFICIALS AND SUPERVISORS

RE: SEX DEVIATES IN GOVERNMENT SERVICE

For the purpose of establishing a uniform policy for the handling of the increasing number of reports and allegations concerning present and past employees of the United States Government who assertedly are sex deviates, the following procedure will become effective immediately in instances where the allegation comes to the Bureau's attention from sources other than fingerprints.

Upon the receipt of an allegation that a present or former employee of any branch of the United States Government is a sex deviate such information in all cases, except those involving military personnel, should be disseminated by letter to Mr. James E. Hatcher, Chief, Investigations Division, U. S. Civil Service Commission, Attention: Mr. Emery J. Adams. This letter should identify the employing agency and whether it has been advised. In addition, this information should be disseminated as follows:

A. EXECUTIVE.

1. Civilian Employees.

- (a) If a present employee - to the employing agency.
- (b) If a former employee - to the Civil Service Commission only.

2. Military Personnel.

Information concerning members of the National Military Establishment should be furnished by blind memorandum, via Liaison, to the Service Intelligence Agency.

B. LEGISLATIVE.

This branch is divided into four categories.

Letter sent to all Sup. off. & Sup. Div.
6-20-51
W. B. 66-02-142X
enc
ENCLOSURE

1. *The United States Senate, the Botanical Gardens, and the Library of Congress.*

Information concerning employees in these groups should be furnished by letter to the Honorable Carl Hayden, Chairman, Senate Committee on Rules and Administration, United States Senate.

2. *The House of Representatives.*

Information concerning its employees should be furnished by letter to the Honorable Thomas B. Stanley, Chairman, House Committee on Administration, House of Representatives.

3. *General Accounting Office.*

Information concerning its employees should be furnished in blind memorandum form, via Liaison, to Mr. V. J. Kirby, Assistant Director of Personnel, Government Accounting Office, 5th and G Streets, Northwest, Washington, D. C.

4. *Government Printing Office.*

Information concerning its employees should be furnished in blind memorandum form, via Liaison, to Mr. S. Preston Hipsley, Director of Personnel, Government Printing Office, corner of North Capitol and H Streets, Washington, D. C.

C. JUDICIAL.

Information concerning employees of the Judicial Branch of the Government should be furnished in blind memorandum form, via Liaison, to Mr. Elmore Whitehurst, Assistant Director, Administrative Office, United States Courts, Supreme Court Building, Washington, D. C.

Any letter or blind memorandum reporting such information should state:

1. *The date and place that the alleged act of sexual perversion occurred.*
2. *The identity of the individual's Government employment.*

3. Any other pertinent facts, including the disposition, if known.
4. Whether or not the allegation of sex deviation has been verified through a Bureau investigation.
5. That the data are being furnished for information.

Where information is received from another Government agency regarding Government employees being sex deviates, such information, of course, should be disseminated and the memorandum should specifically state that the allegation came from another Government investigative agency although the name of that agency should not be disclosed.

The Supervisor will check the Bureau records, including those in the Identification Division, for any additional derogatory information suitable for dissemination, and will incorporate such information in the memorandum and letter. If Bureau files do not contain additional derogatory information, a statement to that effect should be made in the cover memorandum or on the yellow copy of the letter if no cover memorandum is prepared.

In those instances where a sex deviate employed by the Government is the subject of a Bureau investigation, the investigative reports may be disseminated to the Civil Service Commission and to the employing agency by cover memorandum when that agency is in the Executive Branch of the Government. The reports, of course, must conform to the Bureau's rules on dissemination. In this connection, it is to be noted that Bureau reports are disseminated to those agencies of the Executive Branch of the Government which provide adequate security for our reports. If there is any question as to the advisability of furnishing reports to an agency, it should be resolved by furnishing the agency a blind memorandum instead of the reports.

In cases involving employees of the Legislative and Judicial Branches of the Government, nothing more than a blind memorandum or letter incorporating the pertinent facts regarding the sex charge will be disseminated to them. Any information found in the Bureau files in these instances should be incorporated in the cover memorandum only or on the yellow copy of the letter.

If the information comes from a Police Department or an individual, the memorandum or letter should show the source of

the information so long as the source did not request that his identity be kept confidential.


No dissemination should be made of any information received from anonymous sources when the facts are too meager to be verified by the employing agency. Neither should information be disseminated when the informant is known, but the information furnished is nonspecific.

Each Supervisor will be held personally responsible to underline in green pencil the names of individuals mentioned in any report, letter, memorandum, newspaper article or other communication who are alleged to be sex deviates. This will assure proper indexing by the Records Section.

A tickler copy of any material prepared for dissemination should be made for Special Agent Room 7630-A.

b6
b7c

Very truly yours,


John Edgar Hoover
Director



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

November 17, 1953

WASHINGTON 25, D. C.

MEMORANDUM FOR ALL BUREAU OFFICIALS AND SUPERVISORS

(A) ~~X~~ PREPARATION OF OUTGOING LETTERS -- It is my desire that care be afforded to the preparation of answers to letters. We in the FBI are completely dependent upon public good will in order to discharge our responsibilities. We cannot force people to give us information and unless individuals want to give us information voluntarily we will be unable to properly discharge all of our duties. One of the techniques which we should constantly employ in our efforts to build good will is to prepare letters to persons in simple human language. Endeavor to "humanize" correspondence, and avoid curt or brusque answers to letters. Your attention to this matter will greatly improve the caliber of our outgoing letters.

(B) ~~X~~ SEX DEVIATES IN GOVERNMENT SERVICE -- By memorandum dated June 20, 1951, you were advised to disseminate matters relating to sex deviates in Government service to:

Mr. James E. Hatcher
Chief, Investigations Division
U. S. Civil Service Commission
Washington 25, D. C.

Attention: Mr. Emery J. Adams

Effective immediately your letters relating to the captioned matter should be addressed to:

Mr. Kimbell Johnson
Chief, Investigations Division
U. S. Civil Service Commission
Washington 25, D. C.

Attention: Chief, Rating Section

Very truly yours,

John Edgar Hoover

Director

RECORDED-33
INDEXED-33

EX-122

66-22-1213
NOV 24 1953

4 33
62 NOV 27 1953

UNRECORDED COPY FILED IN 66-22-1213

November 12, 1953

~~MEMORANDUM TO ALL BUREAU OFFICIALS AND SUPERVISORS~~

RE: PREPARATION OF OUTGOING LETTERS (A)

It is my desire that care be afforded to the preparation of answers to letters. We in the FBI are completely dependent upon public good will in order to discharge our responsibilities. We cannot force people to give us information and unless individuals want to give us information voluntarily we will be unable to properly discharge all of our duties. One of the techniques which we should constantly employ in our efforts to build good will is to prepare letters to persons in simple human language. Endeavor to "humanize" correspondence and avoid curt or brusque answers to letters. Your attention to this matter will greatly improve the caliber of our outgoing letters.

Very truly yours,

John Edgar Hoover
Director

EDM:wlh

U.S. DEPT OF JUSTICE
FBI
RECEIVED READING ROOM
NOV 13 3 53 PM '53

NOV 13 5 24 PM '53

RECEIVED
FBI
U.S. DEPT OF JUSTICE

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Sizoo _____
Miss Gandy _____

Just call Bureau officials - supervisor 11-17-53
no manual
change.
fmb
ENCLOSURE

November 19, 1953

MEMORANDUM FOR ALL BUREAU OFFICIALS AND SUPERVISORS

RE: SEX DEVIATES IN GOVERNMENT SERVICE (B)

By memorandum dated June 20, 1951, you were advised to disseminate matters relating to sex deviates in Government service to:

Mr. James E. Hatcher
Chief, Investigations Division
U. S. Civil Service Commission
Washington 25, D. C.

Attention: Mr. Emory J. Adams

Effective immediately your letters relating to the captioned matter should be addressed to:

Mr. Kimbell Johnson
Chief, Investigations Division
U. S. Civil Service Commission
Washington 25, D. C.

Attention: Chief, Rating Section

Very truly yours,

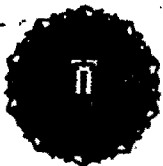
John Edgar Hoover

ABF:djs
NOTE ON YELLOW: On November 10, 1953, Emery J. Adams telephonically advised SA [] that he was changing his position in the reorganization plan in the Civil Service Commission and accordingly all matters of captioned nature should hereafter be addressed for the attention of the Chief of the Rating Section. The replacement for Mr. Adams has not as yet been named; and, accordingly, Adams suggested that we use the title of the position rather than the name of the individual.

b6
b7C

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Sizoo _____
Miss Gandy _____

37. Rec'd and ported in Mex. Unit
 11 AM 530 P.M. 530 P.M.
 3 52 PM
 REC'D-1012 AM 20 LDC
 J. L. Ball Bureau Officials Supervision 11-17-53
 no manual change
 J. L. Ball
 ENCLOSURE



United States Department of Justice
Federal Bureau of Investigation
Washington 25, D. C.

IN REPLY, PLEASE REFER TO
FILE NO. _____

November 13, 1953

MEMORANDUM FOR ALL BUREAU OFFICIALS AND SUPERVISORS

RE: SEX DEVIATES IN GOVERNMENT SERVICE (B)

By memorandum dated June 20, 1951, you were advised to disseminate matters relating to sex deviates in Government service to:

Mr. James E. Hatcher
Chief, Investigations Division
U. S. Civil Service Commission
Washington 25, D. C.

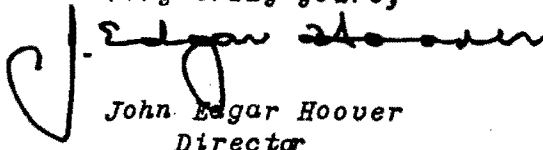
Attention: Mr. Emery J. Adams

Effective immediately your letters relating to the captioned matter should be addressed to:

Mr. Kimbell Johnson
Chief, Investigations Division
U. S. Civil Service Commission
Washington 25, D. C.

Attention: Chief, Rating Section

Very truly yours,


John Edgar Hoover
Director

Sent to all Bureau Officials - Supervisors 11-17-53 JH

ENCLOSURE

Present instructions require that the Bureau must be informed by Air Mail Special Delivery letter of the receipt of any complaint which represents a prima facie violation involving the interstate transportation of stolen cattle.

~~SECRET~~

(B) ~~AUTOMOBILES - GASOLINE WASTAGE~~ -- The Bureau wishes to point out to you that it is possible that an excessive amount of gasoline is being used in the initial acceleration of Bureau-owned automobiles. It has been pointed out to the Bureau that at times, in order to obtain a fast getaway, drivers of Bureau-owned automobiles may "gun" the motor in first and second gear and use quantities of gasoline in this regard which are far above the amount of gasoline required for a normal driving cycle.

It is expected that all Bureau employees driving Bureau-owned automobiles will bear in mind the fact that over-acceleration will not materially increase the speed of the car but will cause a gasoline wastage.

(C) ~~INTRA-BUREAU CORRESPONDENCE~~ -- On memoranda to the Bureau or to other Bureau offices the file number when known of the receiving office shall be placed immediately after the heading as follows:

"To: SAC, San Francisco (62-12345)"

This supersedes previous instructions and applies to all types of intra-Bureau memoranda and letters. Appropriate changes are being made in Section 13 A 3 of the Manual of Rules and Regulations.

(D) ~~ISSUANCE OF PASSPORTS TO COMMUNISTS - PASSPORT AND VISA MATTERS~~ - The State Department recently expressed an interest in ~~revoking~~ the ~~passports of certain Communist Party members and sympathizers who were traveling abroad.~~ The State Department was further interested in the possibility of prosecuting such individuals for falsifying their applications for passports, particularly with respect to the purpose and destination of their trips. In order that the Bureau's responsibilities may be properly discharged, you should immediately notify the Bureau upon receipt of information indicating that any Communist Party member or sympathizer is contemplating travel abroad. The information furnished to the Bureau should include all details available to you regarding the intended foreign travel. This information will be furnished to the State Department for appropriate action.

(E) ~~AMENDMENTS TO STANDARDIZED GOVERNMENT TRAVEL REGULATIONS~~ -- In accordance with Circular No. A-7, Revised, Transmittal Memorandum No. 4, to the Heads of Executive Departments and Establishments, there follows the amendments which have been made to Paragraphs 69 and 80 of the Standardized Government Travel Regulations. These amendments are effective as of August 10, 1951.

9-13-51
BUREAU BULLETIN NO. 38
Series 1951

~~SECRET~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 04-27-2009
Declassified on 4/27/09 by BAW

Paragraph 69. ~~SECRET~~ Long-distance calls -- Charges for long-distance telephone calls on official business will be allowed, provided a statement is furnished showing the points between which service was rendered, the date, the amount paid on each call, and that the calls were on official business. When the public interest so requires the points between which the service was rendered need not be stated in the travel voucher, but may be stated in confidence to the administrative official.

Paragraph 80. Receipts required -- ~~SECRET~~

- g. Miscellaneous emergency expenditures where the amount involved is in excess of \$3. (See par. 79)
- r. Telephone messages, long-distance, where the amount involved is in excess of \$3. except that where a coin box telephone is used at an automatic station and it is so stated in the travel voucher, a receipt will not be required. (See par. 69)

The above amendments preclude the necessity of reflecting the name of the person called on the expense voucher wherein a claim is made for a long-distance telephone call. They further preclude the necessity of obtaining receipts for emergency expenditures that do not exceed \$3.00.

(F) ~~SECRET~~ SEX DEVIATES IN UNITED STATES GOVERNMENT SERVICE -- The Seat of Government has been receiving an increasing number of reports, arrest records, and allegations concerning present and past employees of the United States Government, who assertedly are sex deviates. The Bureau has no investigative jurisdiction over sex deviates, but when an allegation is received that a present or former civilian employee of any branch of the United States Government is a sex deviate, such information is furnished to the United States Civil Service Commission. If the person is presently employed by the United States Government, the employing agency is likewise furnished a summary of the information. Information concerning members of the National Military Establishment is furnished to the Intelligence Unit of that particular agency.

All of the police departments throughout the country were notified in the May, 1950, issue of the FBI Law Enforcement Bulletin and again by letter dated July 26, 1950, to place a notation on the arrest fingerprint card that the subject was an employee of the Federal Government. They were also requested to set forth the name of the Department or Agency and the position occupied. Hence, it will be unnecessary to solicit this information from the police departments. Normally, a fingerprint card with the above-described data on it will suffice if the fingerprint card has been furnished to the Bureau's Identification Division.

9-13-51
BUREAU BULLETIN NO. 38
Series 1951

- 3 -

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 09-27-2009 EAW Declassified on 4/27/09

~~SECRET~~

Whenever information is received in the field, either from the police, a complainant, or through any other sources of information, it will be necessary to consolidate the information and transmit it to the Bureau by letter captioned as above. This letter should include (1) the name of the alleged sex deviate as well as the name of any other alleged deviates with whom he associated, (2) the date and place that the alleged act of sexual perversion occurred, (3) the identity of the individual's United States Government employment, (4) any other pertinent facts, including the ~~dissemination~~ ~~SECRET~~ where the person is arrested.

Your letter should specifically point out the source of the information, whether or not that information should be treated as confidential, or whether the name of the source may be used by the Bureau in disseminating the information to the United States Civil Service Commission and the employing agency.

Whenever information of this nature is received during the course of a regular Bureau investigation, such should, of course, be incorporated in the regular investigative report and it will be unnecessary to furnish the information to the Bureau by supplemental cover letter.

With specific reference to Loyalty of Government Employees cases, it has been the Bureau policy to accept information of a derogatory nature relating to the character and personal habits of an employee if volunteered. Such information has been reflected in an investigative report as information volunteered and no attempt has been made to develop this data by supplemental inquiry. This policy is now changed to the following extent: when information is received during the course of a full field loyalty investigation or a preliminary inquiry indicating the person under investigation is a sex deviate, this allegation should be completely and fully developed and the facts reported. This procedure must be placed in effect immediately and followed closely.

(G) ~~SECRET~~ WESTERN UNION MONEY ORDERS -- Inquiries regarding Western Union Money Orders are to be channelled through the Minneapolis Office in the future. The central depository for all money order matters is maintained in Minneapolis by the Western Union Telegraph Company.

Excellent cooperation is obtained at Minneapolis but this cooperation has been jeopardized by duplicate requests for information. The duplication has resulted from inquiries, made by offices other than Minneapolis, for information regarding money orders at local Western Union offices. The officials at the local offices have sent inquiries to the central depository at Minneapolis. At the same time, our offices have sent requests to the Minneapolis Office for identical information and our Minneapolis Office has unknowingly requested the Western Union officials to make what amounts to a duplicate search.

9-13-51
BUREAU BULLETIN NO. 38
Series 1951

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 04-27-2009 4 2
By BAW Declassified on 4/27/09

~~SECRET~~
~~CONFIDENTIAL~~

In the future in routine matters requests are to be sent to Minneapolis whenever information is desired concerning Western Union money orders. In emergency cases inquiry may be made of local Western Union offices but the persons contacted should not be requested to check any records other than those in the local office. In handling emergency requests care must be exercised not to disclose that we have access to Western Union records at Minneapolis. If the Western Union official contacted advises that there is no record in his office and he volunteers to check further he should be informed that such action need not be taken because of other promising leads which make it unnecessary.

A lead should then be set out for Minneapolis by letter, wire or other means depending upon the urgency of the matter.

(H) ~~INFORMANTS~~ -- In order that there may be uniform reference to informants, you are advised that the term "Confidential National Defense Informant" is now obsolete and these informants, effective immediately, should be referred to as "Security Informants." When abbreviated, in order to preclude any confusion with Security Index Matters, the abbreviation will read "Sec. Inft."

"Confidential General Investigative Informants" were changed to the designation of "Criminal Informants" more than a year ago. "Confidential Plant Informants" will, effective immediately, be known as "Plant Informants." "American Legion Contacts" will continue to be known as "American Legion Contacts."

The purposes of these adjustments in designation of informants are simplicity, reduction in typing and the establishment of uniformity throughout the service.

(I) ~~CENTRAL INTELLIGENCE AGENCY EMPLOYEES~~ ~~BEARING DEFENSE DEPARTMENT CREDENTIALS~~ -- The Central Intelligence Agency has advised the Bureau that the Secretary of Defense has given authority to the Director of CIA to issue ~~Defense Department credentials~~ to approximately fifty CIA Investigators. These credentials, which will bear the signature of Secretary George C. Marshall, will indicate that the Investigator is assigned to the ~~Investigative Division~~ of the 8751st AAU. The latter is the designation which the Department of the Army has furnished CIA for this particular purpose. ~~(S) (H) (X) (S)~~

CIA has indicated that permission for the use of such credentials was requested by CIA from the Department of Defense so that the anonymity of CIA could be sufficiently assured in the domestic investigation of CIA applicants. It is understood that ~~(S) (H) (X) (S)~~

9-13-51
BUREAU BULLETIN NO. 38
Series 1951

- 5 -

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 04-27-2009
By BAW Declassified 4/27/09.

~~SECRET~~

~~CONFIDENTIAL~~

the bearers of the above-mentioned credentials will handle the investigation of individuals who have applied for employment with CIA. ~~SECRET~~

In the event information comes to your attention relative to the misconduct of individuals who possess these credentials, or in the event any infringement upon the Bureau's jurisdiction on the part of these individuals is noted, you should at once advise the Seat of Government. ~~CONFIDENTIAL~~

(J) ~~APPLICANT TYPE INVESTIGATIONS - MARKING REPORTS FOR ROUTING PURPOSES~~ -- To aid in the routing of reports and the supervision of applicant-type cases at the Seat of Government, the following procedure is being placed in effect immediately:

In all applicant cases, exclusive of Bureau Applicants, the original only of every report submitted which contains any derogatory information shall be marked to the right of your file number with the letter "R" in the upper right corner of the first page.

The purpose of this mark is to insure prompt routing of reports containing derogatory information. It is to be emphasized that this letter is to be placed on the first page of the original of the report only and not on any of the copies. This can easily be done at the time the report is signed.

In Atomic Energy Act Applicant cases you should apply the following rule. If the derogatory information developed is sufficient to justify, under existing instructions, the conversion of an investigation from a limited investigation to a full one, then the "R" marking should be utilized; therefore, in full Atomic Energy Act Applicant investigations, the "R" marking should be utilized.

Each office should immediately obtain a rubber stamp with the letter "R" one-half inch in size. In the meantime you should use a red penciled "R" for the purpose.

Very truly yours,

John Edgar Hoover

Director

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 04-27-2009
Declassified on 4/27/09 BAW

9-13-51
BUREAU BULLETIN NO. 38
Series 1951

- 6 -

~~SECRET~~

~~CONFIDENTIAL~~



United States Department of Justice
Federal Bureau of Investigation
Washington 25, D. C.

IN REPLY, PLEASE REFER TO
FILE NO. _____

(Typed August 31, 1951)

~~STRICTLY CONFIDENTIAL~~
BUREAU BULLETIN NO. _____
SERIES 1951

(5)
To All Investigative Employees:

Re: APPLICANT TYPE INVESTIGATIONS
MARKING REPORTS FOR ROUTING PURPOSES

To aid in the routing of reports and the supervision of applicant-type cases at the Seat of Government, the following procedure is being placed in effect immediately:

In all applicant cases, exclusive of Bureau Applicants, the original only of every report submitted which contains any derogatory information shall be marked to the right of your file number with the letter "R" in the upper right corner of the first page.

The purpose of this mark is to insure prompt routing of reports containing derogatory information. It is to be emphasized that this letter is to be placed on the first page of the original of the report only and not on any of the copies. This can easily be done at the time the report is signed.

In Atomic Energy Act Applicant cases you should apply the following rule. If the derogatory information developed is sufficient to justify, under existing instructions, the conversion of an investigation from a limited investigation to a full one, then the "R" marking should be utilized; therefore, in full Atomic Energy Act Applicant investigations, the "R" marking should be utilized.

Each office should immediately obtain a rubber stamp with the letter "R" one-half inch in size. In the meantime you should use a red penciled "R" for the purpose.

*Run and sent to all Bureau
Officials + SAC'S 9-13-51
BKH*

Very truly yours,

J. Edgar Hoover
John Edgar Hoover
Director

DECLASSIFIED BY SP-8ATS/muc
ON 3/18/83

ENCLOSURE

66-03-1143

(Typed September 7, 1951)

STRICTLY CONFIDENTIAL
BUREAU BULLETIN NO. _____
SERIES 1951

TO ALL INVESTIGATIVE EMPLOYEES;

RE: SEX DEVIATES IN UNITED STATES GOVERNMENT SERVICE

The Seat of Government has been receiving an increasing number of reports, arrest records, and allegations concerning present and past employees of the United States Government, who assertedly are sex deviates. The Bureau has no investigative jurisdiction over sex deviates, but when an allegation is received that a present or former civilian employee of any branch of the United States Government is a sex deviate, such information is furnished to the United States Civil Service Commission. If the person is presently employed by the United States Government, the employing agency is likewise furnished a summary of the information. Information concerning members of the National Military Establishment is furnished to the Intelligence Unit of that particular agency.

All of the police departments throughout the country were notified in the May, 1950, issue of the FBI Law Enforcement Bulletin and again by letter dated July 26, 1950, to place a notation on the arrest fingerprint card that the subject was an employee of the Federal Government. They were also requested to set forth the name of the Department or Agency and the position occupied. Hence, it will be unnecessary to collect this information from the police departments. Normally, a fingerprint card with the above-described data on it will suffice if the fingerprint card has been furnished to the Bureau's Identification Division.

Whenever information is received in the field, either from the police, a complainant, or through any other source of information, it will be necessary to consolidate the information and transmit it to the Bureau by letter captioned as above. This letter should include (1) the name of the alleged sex deviate as well as the name of any other alleged deviates with whom he associated, (2) the date and place that the alleged act of sexual perversion occurred, (3) the identity of the individual's United States Government employment, (4) any other pertinent facts, including the disposition, where the person is arrested.

Your letter should specifically point out the source of

(ABF:mhm)
LLL:mer

The Executive Conference on 8-28-51 consisting of Messrs. Ladd, Glavin, Rosen, Mohr, Belmont, Parsons, Harbo, G.C. Gearty and Ladd recommended approval of the above Bulletin with the exception of the last paragraph. The last paragraph is deleted on Exec. Conf. Memo of 8-27-51. If you concur, this will be sent to the Field. LLL:mer

DECLASSIFIED BY SP-8ATJ/mc
ON 2/18/83

ENCLOSURE

66-03-1143

Tolson _____
Ladd _____
Clegg _____
Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

the information, whether or not that information should be treated as confidential, or whether the name of the source may be used by the Bureau in disseminating the information to the United States Civil Service Commission and the employing agency.

Whenever information of this nature is received during the course of a regular Bureau investigation, such should, of course, be incorporated in the regular investigative report and it will be unnecessary to furnish the information to the Bureau by supplemental cover letter.

With specific reference to Loyalty of Government Employees cases, it has been the Bureau policy to accept information of a derogatory nature relating to the character and personal habits of an employee if volunteered. Such information has been reflected in an investigative report as information volunteered and no attempt has been made to develop this data by supplemental inquiry. This policy is now changed to the following extent: When information is received during the course of a full field loyalty investigation or a preliminary inquiry indicating the person under investigation is a sex deviate, this allegation should be completely and fully developed and the facts reported. This procedure must be placed in effect immediately and followed closely.

Revised and sent to all Bureau Offices truly yours,
and SAC's 9-13-51 GKH

John Edgar Hoover
Director

(Typed August 14, 1957)

PERSONAL ATTENTION

Letter to All Special Agents in Charge:

Newspaper Clippings -
RE: Parole and Probation Abuses and Sex Offenders

Dear Sir:

It is noted that the field has been very alert in the submitting of newspaper clippings dealing with cases involving juvenile delinquency on a local level. The field has not been alert, however, in furnishing to the Bureau clippings of cases involving aggravated sex offenders and abuses of probation and parole.

It is desired that you be more alert for these items and that they be forwarded to the Bureau marked to the attention of the Crime Records Section.

Very truly yours,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/9/83 BY SP8 BTG/keo

John Edgar Hoover
Director

AUG 15 4 11 PM '57
REC'D-READING ROOM
FBI

NOTE: No manual change necessary. At the present time, the only aggravated cases of parole and sex offenders we are getting are being taken from local wire service stories and are not originating in the field. It is felt that this phase of our

ECK:grs
(4) research should be reinstated and it is recommended above SAC Letter be sent out.

Tolson _____
Nichols _____
Boardman _____
Belmont _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
Trotter _____
Nease _____
Tele. Room _____
Holloman _____
Gandy _____

MAIL ROOM ☐

RECEIVED-DIRECTOR

ENCLOSURE

66-04-2660

UNITED STATES GOVERNMENT

*Memorandum*TO : MR. TAVEL *ST*

DATE: 11-15-61

FROM : L. E. SHORT *ly*SUBJECT: GENERAL INDEX COMMITTEE
66-18956

Tolson	_____
Belmont	_____
Mohr	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

b6
b7c

Attached hereto are the minutes of the General Index
Committee held on November 13, 1961.

NFS:bpr
(12)
Enclosure

REC-46

66-18956-18

NOV 17 1961

ENCLOSURE

66 NOV 27 1961

b6
b7c

MINUTES OF GENERAL INDEX COMMITTEE MEETING
November 13, 1961

PRESENT: Mr. Tavel
Mr. Waikart
Mr. Short
Mr. McCoy
Mr. Stultz
Miss Brooks
Mrs. Genau
Mrs. Kohl
Mrs. McGrath
Mrs. Mead
Mrs. Wheeler
Mr. Medler

The following items were discussed by the Index Committee:

Phrase (1) ^{typed on index card}
When a name appears in a number of pages of a communication for which an index guide has been prepared by the Recording Unit, the Recording Unit types on the index card below the file number "See index in file." This is done only in those instances where the number of pages to be listed on the index card is so numerous that there is insufficient space on the card to list all pages. The value of this practice was questioned since the phrase "See index in file" has not been listed on search slips by name searchers.
to be

The Indexing Committee unanimously agreed that Recording Unit should continue the practice of typing "See index in file" where pertinent and that name searchers and Service Unit searchers should be instructed to write this phrase on a search slip when it appears on a card.

(2) The Committee considered a suggestion that only one index card be prepared on a two-part foreign name of the Near Eastern type. The current procedure requires an index card be prepared on each component of a Near Eastern name using the "round the clock" technique. Usually, Near Eastern names consist of four or five parts and all parts are indexed because the name may be received later with one part missing. The Indexing Committee by majority vote rejected the suggestion since it was felt preparation of index cards on Near Eastern names should be consistent irrespective of number of components.

66-18928-18
ENCLOSURE

Encl memo R.E. Stutz to The Comm
NFS: 11-15-61

(3) ~~Index~~ The Classifying Unit raised the question as to preparation of cards on Russian females when the father's name is also given in the correspondence. Currently two cards are prepared on a married Russian female indicating the masculine and feminine forms of the Russian surname together with the individual's given name. For example, Maria Hruskova who is the wife of John Hruska:

1. Hruskova, Maria
2. Hruska, Maria

The Committee unanimously agreed that in the situation where Maria Hruskova, whose father is John Hruska, the same rule as applies to the spouse of a Russian should prevail. Cards should be prepared on her given name with both the masculine and feminine form of the surname.

(4) ~~Index cards on~~ Sex offenders An employee of the Recording Unit has suggested that when a name is indexed in a case file and also requires indexing on cross-referenced mail in the sex offender file (105-34074) that only one card be prepared with both file numbers typed on the card. Currently two separate cards are prepared, one on each file. The Committee unanimously agreed that the suggestion should not be adopted since in some instances it is necessary to file the sex offender card under a subversive breakdown in the index in order that subsequent subversive searches will locate this reference.

The Committee in connection with this suggestion discussed procedures for the handling of information concerning sex offenders. It was noted that there is a file concerning sexual perverts in the Government (105-12189) and that some information which is cross-referenced into this file is not also cross-referenced into the sex offender file (105-34074). This latter file is broken down into subs for each field division in order to provide a source for leads concerning investigations of sex offenders in given geographical areas. The Committee agreed that information concerning sexual perverts in Government should also appear in the sex offender file.

8/20/57

SAC LETTER NO. 57-47

(B) ~~NEWSPAPER CLIPPINGS - PAROLE AND PROBATION ABUSES AND SEX OFFENDERS~~ -- It is noted that the field has been very alert in the submitting of newspaper clippings dealing with cases involving juvenile delinquency on a local level. The field has not been alert, however, in furnishing to the Bureau clippings of cases involving aggravated sex offenders and abuses of probation and parole.

It is desired that you be more alert for these items and that they be forwarded to the Bureau marked to the attention of the Crime Records Section.

8/20/57

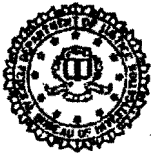
SAC LETTER NO. 57-47

cc-66-9 sent to sac

76-00-61

SEARCHED	INDEXED
SERIALIZED	FILED
AUG 22 1957	
FBI - DETROIT	

b6
b7C



PERS'AL ATTENTION
~~STRICTLY CONFIDENTIAL~~
SAC LETTER NO. 57-47
UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

3

In Reply, Please Refer to
File No.

August 20, 1957 WASHINGTON 25, D.C.

(A) PERSONNEL MATTERS - OFFICE OF PREFERENCE TRANSFERS - AVAILABILITY OF SPECIAL AGENTS -- I again find it necessary to request all Special Agents in the service to correctly list their offices of preference. It is obvious that many Special Agents are not affording this important matter sufficient attention. Office of preference transfers have been issued to many Agents in the service and on numerous occasions the Bureau has been requested to cancel or defer the transfers due in many cases to the fact that the Agents have not correctly listed their preference and request a change after receiving the transfer. In other cases Agents are unavailable and yet the Bureau has received no prior information concerning the Agents' status. This is a most undesirable trend and I again request all Special Agents in Charge to insist that the Agents under their supervision keep the Bureau currently advised of their availability status and of their correct offices of preference.

8/20/57
SAC LETTER NO. 57-47

(B) NEWSPAPER CLIPPINGS - PAROLE AND PROBATION ABUSES AND SEX OFFENDERS -- It is noted that the field has been very alert in the submitting of newspaper clippings dealing with cases involving juvenile delinquency on a local level. The field has not been alert, however, in furnishing to the Bureau clippings of cases involving aggravated sex offenders and abuses of probation and parole.

It is desired that you be more alert for these items and that they be forwarded to the Bureau marked to the attention of the Crime Records Section.

8/20/57
SAC LETTER NO. 57-47

(C) RETIREMENT - Under separate cover, copies of the revised pamphlet entitled "Benefits for Special Agents under Civil Service Retirement Legislation" are being forwarded. You should insure that each Special Agent receives a copy.

8/20/57
SAC LETTER NO. 57-47

(D) SEARCHES AND SEIZURES; COUNTING RECOVERED MONEY -- Whenever money or other property consisting of numerous items requiring counting is obtained in connection with Bureau investigations, the money or property should be independently counted by two

SEARCHED	INDEXED
SERIALIZED	FILED
AUG 21 1957	
FBI - WASHINGTON	

EXPLANATION OF EXEMPTIONS

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552

- (b)(1) (A) specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified to such Executive order;
- (b)(2) related solely to the internal personnel rules and practices of an agency;
- (b)(3) specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute(A) requires that the matters be withheld from the public in such a manner as to leave no discretion on issue, or (B) establishes particular criteria for withholding or refers to particular types of matters to be withheld;
- (b)(4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;
- (b)(5) inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;
- (b)(6) personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;
- (b)(7) records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could be reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could be reasonably expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual;
- (b)(8) contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or
- (b)(9) geological and geophysical information and data, including maps, concerning wells.

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a

- (d)(5) information compiled in reasonable anticipation of a civil action proceeding;
- (j)(2) material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals;
- (k)(1) information which is currently and properly classified pursuant to an Executive order in the interest of the national defense or foreign policy, for example, information involving intelligence sources or methods;
- (k)(2) investigatory material compiled for law enforcement purposes, other than criminal, which did not result in loss of a right, benefit or privilege under Federal programs, or which would identify a source who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(3) material maintained in connection with providing protective services to the President of the United States or any other individual pursuant to the authority of Title 18, United States Code, Section 3056;
- (k)(4) required by statute to be maintained and used solely as statistical records;
- (k)(5) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(6) testing or examination material used to determine individual qualifications for appointment or promotion in Federal Government service the release of which would compromise the testing or examination process;
- (k)(7) material used to determine potential for promotion in the armed services, the disclosure of which would reveal the identity of the person who furnished the material pursuant to a promise that his/her identity would be held in confidence.

**FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET**

Serial Description ~ COVER SHEET

Total Deleted Page(s) ~ 2

Page 2 ~ Duplicate

Page 3 ~ Duplicate

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X Deleted Page(s) X
X No Duplication Fee X
X for this Page X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX